



book-keep-ing • \ 'bük- ,kē-piŋ\ • noun • “keeping the books”

- *the systematic recording of a company's financial activity so you can clearly see performance, stay compliant, and make confident, data-driven decisions*

Bilbrey Business Services • \ 'bil-brē 'biz-nəs 'sər-və-səz\ • proper noun

- *professional bookkeeping and practical digital support for small businesses that want clarity, control, and confidence in their finances and online presence*

Why Choose Bilbrey Business Services?

Let's get real—no one can do it all. **Bilbrey Business Services** supports your back office so you can focus on *serving customers and growing your business*.

- **Strategic transactional advisors:** Supporting you as you *go and grow*, helping you understand how daily transactions impact the *bigger picture*.
- **Relationship-driven:** Clear communication and a welcoming approach so you gain *clarity, confidence, and direction*.
- **Value-focused results:** Actionable insights, transparent reporting, and *peace of mind* with a trusted partner in your corner.
- **Reliable growth partner:** Expert bookkeeping, clear financial reporting, and *strategic financial support*—plus *digital tools* including **website hosting/domains** that help your business *thrive*.

Honest, Experienced, Relatable, & Friendly

Julie Bilbrey, owner, is a trusted resource for businesses facing *staffing gaps or bookkeeping/website challenges*. With a degree in Applied Management and years of hands-on experience in accounting, payroll, budgeting, marketing, and financial cleanups, she delivers practical insights for daily operations and *year-end tax prep*—refined through contracted services and close collaboration with several CPAs.

While **lower-cost providers** may seem appealing, *limited training and experience* can lead to *costly errors*. **Bilbrey Business Services**, as a reliable contractor, delivers *lasting value* through accurate bookkeeping and *strategically targeted digital solutions* for small businesses. **Yep**, *no hiring hassles, no payroll taxes, no employee commitments*.

Value-Based, Flat-Rate Approach

Just because your CPA understands your books doesn't mean you do. We translate your numbers into *plain language*—showing what works, what doesn't, and next steps—going beyond minimum tax requirements with *accuracy and cost-effective compliance* so your records become a solid foundation for informed decisions.

Our **flat-rate pricing** provides *fair, predictable, and transparent costs* while supporting a *proactive, value-driven* relationship. We encourage clients to ask questions and gain *clarity* around the behind-the-scenes workflows that keep their business running smoothly. For those looking to turn financial insights into *strategic action*, we also offer **marketing support** to align your website, messaging, and social media with what you sell and the *story your numbers tell*.

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- ✓ Setup/Cleanup ✓ Data Conversion/Migration (to/from QuickBooks or other software) ✓ Transactional Accounting
 - ✓ A/R + Invoicing ✓ A/P + Bill Pay ✓ Payroll/Certified Payroll ✓ 1099s/1096
 - ✓ Class/Location/Project Tracking ✓ Receipt Management ✓ Budgets/Forecasting ✓ Problem Resolution
 - ✓ Book-to-tax Reconciliation ✓ Workers' Compensation + Insurance Audits ✓ Legacy Software & Sunsetting Features
 - ✓ Marketing Support (websites, updates, hosting/domains & light social media) ✓ More... Just ask!

**If moving to QuickBooks Online, ask about our lifetime 30% discount pricing before setting up a new account!*

Comprehensive Business Solutions

We blend *financial expertise* with practical digital support—including thoughtfully used secure AI tools—to deliver *personalized insight and service* beyond standard accounting and design work.



- **Accounting software conversions & migrations:** Transition from QuickBooks Desktop or legacy systems to your preferred platform with *minimal disruption*, including mapping sunset features like QBO Tags into Custom Fields where appropriate.
- **Bookkeeping & book-to-tax reconciliation:** Keep records *accurate, organized, and tax-ready* to help reduce *audit risk* and *year-end surprises* for you and your CPA.
- **Data management & analytics:** Gather and turn your financial and operational data into *clear, visual insights* that support *smarter, data-driven decisions*.
- **Project management & research:** Leverage structured coordination, research, surveys, and analytics to move key financial and operational initiatives *forward*.
- **Digital marketing, web design, & social media:** *Targeted, right-sized support* to strengthen your *online presence* and messaging – including *website hosting and domain management* – especially for clients who want their **numbers and branding** to tell a *consistent story*.

Flexible, Confidential Support

Every engagement is *tailored to your specific needs*, with scope and **flat-rate pricing** reviewed annually. Our team prioritizes **skill, ethical practices, confidentiality, adherence to professional standards, and attention to detail** while staying cost-conscious. If you want to better understand the numbers and metrics driving your business, **Bilbrey Business Services** is ready to help. **Please contact me** to schedule a short consultation to review your bookkeeping setup (**and/or compare website costs**) and explore how we can *add value* and support your business goals.

Referral Rewards / Who Do You Know?

Already have these services covered? If you know someone who could benefit, we'd be grateful for your **referral**. We offer these **rewards** upon request:

- **\$50** for each lead converted to a client with a bookkeeping agreement (*3-month minimum*)
- **\$25** for each client for whom we develop a **new website**

Simply introduce us by email or text, or share our contact information and let us know who you referred so we can *thank you* and process your **reward**.

Thank you for helping us grow!



"Bookkeeping, clarity, and digital support for small businesses"

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